

## **POLISH STUDENT INTERNSHIP PROGRAM**

### **Intern Vacancy Announcement: PSIP/I/CON (ACS)**

**Open to:** Eligible Polish Students  
**Position:** Student Intern in the Consular Section (ACS)  
**Opening Date:** March 10, 2011  
**Closing Date:** March 31, 2011  
**Work Hours:** 4-6 hours/3-4 days per week (minimum 16 hours a week, flexible schedule)  
**Duration:** one academic year (October 2011 through June 2012)

**Note:** All applicants must be of Polish citizenship and meet the required definition of student as provided in the application materials to be eligible for consideration.

The U.S. Embassy in Warsaw is seeking two individuals for the positions of Student Interns in the Consular Section (American Citizen Services).

#### **Major Duties or Projects:**

- Updating databases, attorneys lists,
- Organizing and distributing IRS tax forms;
- Updating public information and handouts; ordering and organizing materials for display in the ACS waiting room;
- Maintaining a record of U.S. drivers licenses returned to ACS by the Polish government to arrange for delivery of these licenses to the owners,
- Assisting with translations both written and oral;
- Assists with individual ACS cases (welfare or special consular services cases)
- Provides general clerical support to ACS officers and FSN staff such as filing, copying, shredding, mail runs.

#### **Qualifications Required**

- Knowledge of MS Office applications;
- Good computer skills (data entry, spreadsheets);
- Good communication skills;
- Flexibility and ability to organize work on specific tasks within an assigned project, ability to work in a team;
- Polish and English (3-3 equivalent)

Information and application materials are available at  
<http://warsaw.usembassy.gov/poland/jobs.html>

**Interested applicants for this position should send back the completed Application for Polish Student Intern Program and Statement of Interest together with other documentation (certified transcripts, written permission from the educational institution) that addresses the qualification requirements of the position listed above by:**

- 1. email :PSIPWarsaw@state.gov**
- 2. mail or hand delivery to:**

**U.S. Embassy  
Human Resources Office  
ul. Piękna 14a  
00-540 Warszawa  
Attn. Polish Student Internship Program**

**NOTE: YOU MAY APPLY FOR ONE INTERNSHIP IN ONE SECTION/AGENCY ONLY AND YOU MUST SPECIFY FOR WHICH ONE YOU ARE APPLYING.**

**Closing date for this position: March 31, 2011**

**Equal Opportunity Employer**